

ANNEX 7-F**ENLISTED REQUEST FOR RETIREMENT**

MEMORANDUM THRU: Commander, (Unit)

FOR CAJS-HR-AGR, ATTN: Retirement/Separation Manager

SUBJECT: Request for Retirement Enlisted

1. I (name, rank, SSN, unit and unit address) request to be discharged for the purpose of retirement effective (last day of the month you're requesting) and be placed on the retirement list on the following day.
2. I request/do not request permissive TDY in conjunction with this retirement action. This permissive TDY will begin on _____ and end on _____. In addition, I request transitional leave with this retirement action, to begin on _____ and end on _____. I further, understand that my requested permissive and transition leave(s) dates may be altered, to accommodate Transition Out-Processing at Ft. Lewis Washington.
3. I understand that my application must be approved. Twenty years of Active Federal Service must be validated, and confirmation of approval received.
4. I have/have not ever been a commissioned officer. (Date of commission if applies)._____.
5. POC for this matter is (your name and phone number).

Your Signature Block